



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ANSBACH
UNIT 28614
APO AE 09177

AETV-WG-A

08 July 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Certificate of Achievement for Volunteer Service of Military Members and Support Documentation for Military Outstanding Volunteer Service Medal, Policy Letter #26

1. REFERENCES:

- a. CINCUSAREUR MSG, DTG 141000Z MAR 91, UNCLAS SUBJECT: Command Information Eur-Release 91-107: Promotion Points Update.
- b. AR 600-8-22, Paragraph 2 – 16, Military Awards, 25 Feb 1995
- c. DA Message, Subject: Delegation of Award Approval Authority for MOVSM, dated 13 Jun 96.

2. PURPOSE: This policy will provide guidelines and affix responsibilities for submitting nomination packages to recognize those soldiers who have contributed significantly to the community through quality-of-life volunteer donations.

3. SCOPE. This policy is applicable to all organizations that benefit from volunteer service of military members in the 235th Base Support Battalion.

4. GENERAL BACKGROUND:

- a. Soldiers volunteering in the community may be eligible to receive a Certificate of Achievement in recognition for their volunteer contributions. This Certificate of Achievement may count toward promotion points for soldiers E-4 and E-5.
- b. The soldier must be a registered volunteer with the Army Volunteer Corps Coordinator (AVCC) in his/her community. The Ansbach AVC office is located on Katterbach, Army Community Service, Bldg. 5817A, DSN 4672-883/279 or CIV 09802-832-883/279. Illesheim AVC office is located on Storck Barracks, Army Community Service, Bldg. 6510, DSN 4674-555 or CIV 09841-83-555.

5. ELIGIBILITY:

- a. Soldiers who have significantly contributed volunteer service to the community may be nominated to receive a Certificate of Achievement signed by the Base Support Battalion (BSB) Commander.
- b. Soldiers (E-4 & E-5) could receive a maximum of 10 promotion points. Each Certificate of Achievement is worth 5 promotion points (2 maximum during career) and is placed in the 201 file. The Certificate of Achievement must be submitted through the soldier's PAC to the Promotions Officer of the 510th PSB.
- c. By regulation, after a soldier attains rank of E-6, promotion points will not be applicable.

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5. PROCEDURES:

a. Volunteer supervisor prepares a proposed citation stating the volunteer's significant contribution and impact on organization. Significant contributions can be measured by number of hours served or by the individual's impact on the organization.

b. Submit packet to 235th Base Support Battalion (BSB), Army Community Service, ATTN: Installation Volunteer Coordinator (IVC), Unit 28614, APO AE 09177 for tracking and coordination.

c. AVCC will forward through the Directorate of Community Activities (DCA) to BSB Commander for review and approval. The BSB Commander has final approval for awarding Certificates of Achievement.

d. If approved, AVCC will forward the Certificate of Achievement to the soldier's unit commander for presentation at the appropriate time.

e. It is the soldier's responsibility to ensure information is placed in his or her personnel file, if applicable.

6. Support Documentation for Military Outstanding Volunteer Service Medal:

a. General Background. The Military Outstanding Volunteer Service Medal (MOVSM) was established in January 1993 as a means of recognizing Active Duty or Reserve members of the Armed Forces who performed outstanding volunteer community service of a "sustained, direct and consequential" nature after December 31, 1992.

b. Recommendations for the award are made through the soldier's chain of command and should include documents that substantiate the service provided. This documentation is available through the Army Volunteer Corps (AVC) office. Although every PAC will have instructions on the processing of the MOVSM, this information is also available through the IVC.

8. Point of contact for this action is the Ansbach **AVCC**, DSN 4672-883/279 or CIV 09802-832-883/279, or the Illesheim AVCC, DSN 4674-555 or CIV 09841-83-555.

JOHN G. REILLY
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Commanding

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